

Program Description/Textbook or Print Instructional Material

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Office Skills

Author: Barrett, Kimbrell Copyright: 2003

ISBN: 0-538-43485-6 Course/Content Area: Vocational and Career Education; Business Program; Electronic Office

Intended Grade or Level: 9-12 Readability Level: 10.0 (Flesch Kincaid)

List Price: 63.95 Lowest Wholesale Price: 47.00

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

- Special features within each chapter, such as “Making Office Decisions,” “What’s Your Attitude,” and “Human Relations,” emphasize the importance of these topics through the use of real-life scenarios.
- Large Office/Small Office features compare the tasks and environments in large and small offices, giving students help in evaluating their personal career interests and objectives.

Student Experiences

- Career information and employability skills introduce students to a vast array of job opportunities and the most effective methods for pursuing those opportunities.
- An ongoing “Career Portfolio” project at the end of each of the five parts of the text provides an interesting approach to word processing practice and reinforcement.

Assessment

Office Skills provides up-to-date, real-life, and valuable information for the office of tomorrow with an emphasis on practical applications, everyday skills and the knowledge needed to be successful. The text presents an overview of technological skills and examines attitudes and human relationships, highlighting the “people skills” vital to a successful career.

Organization

1. Your Place in the Modern Office; 2. Technical Skills and Knowledge; 3. Office Support Skills; 4. Communication and Problem-Solving Skills; 5. Employment Skills

Resource Materials

Gratis Items To Be Provided And Under What Conditions

Instructor's Resource Guide (0-538-43499-6) Free 1 per teacher

Instructor's Resource CD (0-538-43500-3) Free 1 per teacher

ExamView Pro (0-538-43501-1) Free 1 per teacher

Annotated Instructor's Edition (0-538-43497-x) Free 1 per teacher

Available Ancillary Materials

Student Activities Workbook (0-538-43498-8)

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Office Skills \$47.00			
Publisher: Thomson Learning/South-Western			
Item Evaluated: Text and Supplemental Materials			
Copyright Date: 2003		Evaluator: Brenda Buffin	
Content Level: 9-12		Date of Evaluation July 31, 2003	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title:	Publisher	
Technology Management Summary Data:	20 possible points	____20____ points earned
Technology Management Comments: Both an Instructor's Resource CD and test generator CD are available.		
Technology Presentation/Interface Summary Data:	40 possible points	____35____ points earned
Technology Presentation/Interface Comments: Instructor's Resource CD contains student data files and computer applications as well as quizzes and PowerPoint slides for each chapter.		
Content Summary Data:	44 possible points	____41____ points earned
Content Comments: All content areas in the skills standards for administrative support seem to be present. This text is especially strong in emphasizing ethical practices with each chapter containing "Ethics on the Job" exercises. A math skills exercise is included in each chapter also.		
Instruction & Assessment Summary Data	52 possible points	____46____ points earned
Instruction & Assessment Comments: There is a variety of assessment provided with this series. The Student Activity Workbook contains several hands on activities and the Instructor's CD has computer applications as well as quizzes for each chapter.		
Organization & Structure Summary Data	36 possible points	____35____ points earned
Organization & Structure Comments: The organization of the text is good overall and contains a reference manual in the appendix.		
Resource Material Summary Data	40 possible points	____17____ points earned
Resource Material Comments: Reviewer did not find teacher resources online other than the South-Western website. The Instructor's Resource Guide offers chapter tests and transparency masters. The Instructor's Resource CD is very good.		



Group V - Career /Technical & Vocational/Practical Living

Electronic Instructional Media Review Form

Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	___x___ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	__x__ Drill and Practice	__x__ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments: Both an Instructor's Resource CD and test generator CD are available.	Total 20

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	2
Accessible for special needs students.	1
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments: Instructor's Resource CD contains student data files and computer applications as well as quizzes and PowerPoint slides for each chapter.	Total 35

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	3
Global Perspective	3
Mathematical Skills	4
Communication	4
Diversity	3
Ethical Practices	4
Academic Integration	4
Real World Application	4
Content Area Concepts Addressed	4
Comments: All content areas in the skills standards for administrative support seem to be present. This text is especially strong in emphasizing ethical practices with each chapter containing “Ethics on the Job” exercises. A math skills exercise is included in each chapter also.	Total 41

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	3
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	3
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	1
Comments: There is a variety of assessment provided with this series. The Student Activity Workbook contains several hands on activities and the Instructor’s CD has computer applications as well as quizzes for each chapter.	Total 46

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	3
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	4
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments: The organization of the text is good overall and contains a reference manual in the appendix.	Total 35

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	3
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	3
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	3
Suggestions are made for integration of themes and /or interdisciplinary instruction.	2
Integration opportunities suggested and examples given.	2
Teacher resources are available online.	2
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: Reviewer did not find teacher resources online other than the South-Western website. The Instructor's Resource Guide offers chapter tests and transparency masters. The Instructor's Resource CD is very good.	Total 17
Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable